

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs —One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

FROM—	8. POSITION TITLE AND NUMBER	TO—
	9. SERVICE, GRADE, AND SALARY	
	10. ORGANIZATIONAL DESIGNATIONS	
	11. HEADQUARTERS	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)

D. REQUEST APPROVED BY

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)


Signature: _____

Title: _____

13. VETERAN PREFERENCE					14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT	NEW	VICE	I. A.	REAL	
				DISAB. OTHER					
15. SEX	16. RACE	17. APPROPRIATION			18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)		19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE
		FROM: TO:							<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:

21. STANDARD FORM 50 REMARKS

VOUCHERED FUNDS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY

I RESIGN FOR THE FOLLOWING REASON:

DATE _____

MY LAST WORKING DAY WILL BE _____

(SIGNATURE)

24. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET)

(CITY)

(ZONE)

(STATE)

BRIEF DESCRIPTION OF DUTIES

QUALIFICATIONS

EDUCATION

Essential:

Desired:

(If pertinent)

AGE RANGE _____

SEX _____

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)